

**BOARD OF COMMISSIONERS**  
**Rick Robbins**, District #1  
**Debra L. Rushton**, District #2  
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**Ty Wessell**, District #4  
**Patricia Soutas-Little**, District #5  
**Gwenne Allgaier**, District #6  
**Melinda C. Lautner**, District #7



**Deborah Allen**, County Administrator  
Leelanau County Government Center  
8527 E. Government Center Drive, Suite #101  
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## **J O B   P O S T I N G**

The Leelanau County Administrator's Office is seeking qualified candidates for a full-time (35 hours per week) **Finance Director**.

This non-union, at-will position has full County benefits, including medical, dental, and vision insurance, and a pension plan, with a beginning annual pay rate of \$69,599.81. A link to a job description and online application can be found on the County website ([www.leelanau.gov](http://www.leelanau.gov)) on the "Employment Opportunities" page, listed under "Quick Links." Any attachments must be in a PDF-format.

Inquiries can be directed to:

**Deborah Allen, County Administrator**  
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Suttons Bay, MI 49682  
[dallen@leelanau.gov](mailto:dallen@leelanau.gov)  
231-256-8100

### **Employment Qualifications –**

#### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

**Education:** Bachelor's Degree in Accounting or related field preferred.

#### **Experience:**

- Minimum of three (3) years of experience in government accounting.
- Excellent written and verbal communication skills.
- Skilled in the use of office equipment and technology, including substantial experience in Microsoft Office Suite and the ability to master new technologies relevant to the position.
- Ability to establish effective working relationships and to interact professionally, constructively, and diplomatically with top level administrators, other employees (both union and non-union), elected officials, and any other representatives of the business.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

Applications will be accepted until the position is filled.

*Leelanau County is an Equal Opportunity Employer*